



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

HUMAN RESOURCE MANAGEMENT OFFICE

Batangas State University is seeking applications from competent candidates, regardless of sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation to fill the following positions:

1. One (1) Administrative Assistant II – SG 8
(Under Job Order Status; To be assigned at the Office of the VP for
Administration and Finance, BatStateU – Central)

Education: Bachelor of Science in Business Administration / Accounting / Finance / Economics / Information Technology

Experience: Works as executive assistant to a senior official, exposure to accounting / financial reporting; document analyst; reviewer

Competencies: Communication skills, file management, interpersonal skills, decision-making skills, clerical skills, technology (computer) skills; report preparation and presentation skills, data gathering skills.

Salary Grade 8 – (124.44/hour)

Duties and Responsibilities:

- Creating and maintaining the database of documents in the office.
- Follow-up deadlines of specific / data from designated offices / departments.
- Gathering data and preparation of presentations inclusive of summarized, analyzed; and useful information needed by the VPAF on meetings and special reporting.
- Assisting on troubleshooting software and applications that occasionally malfunctioning and needing immediate action.
- Answering telephone calls and assisting in coordinating with different offices regarding queries on official documents.
- Filing, encoding and photocopying of documents needed in the Office.
- Receiving and logging of documents.
- Performing variety of clerical duties and responsibilities involved in financial record keeping and reporting.
- Performing related duties as may be required by the VPAF.

Qualified applicants may send their application letter addressed to the **University President, Dr. Tirso A. Ronquillo**, thru **Mrs. Louwelyn L. Andal, OIC Assistant Director of HRMO**, together with your updated resume, transcript of records and other credentials at **recruitment.central@g.batstate-u.edu.ph** with the subject **ATTN: Application for Administrative Assistant II at VPAF**. Submission of application is only from **September 31, 2021 to September 09, 2021**.

The above positions are for immediate hiring. Terms and condition of employment will be discussed during interview. For additional information you may also call 980-0385 local 1104.